

# TRANSCRIBING STUDENT RESPONSES FOR STAAR

Student responses recorded in a State of Texas Assessment of Academic Readiness (STAAR®) test booklet may be transcribed onto a blank answer document. Please note that this change is a departure from previous years, as well as information in current test administration materials.

Test administrators must actively monitor the testing room while students are working. All test administrators are required to verify that students have marked their responses on their answer documents by the end of the testing session. Before a student leaves the room, the test administrator should scan the completed answer document to be sure the student has recorded answers as instructed.

In cases where the testing time has ended, and a test administrator discovers that a student has not recorded his or her responses on the answer document, district testing coordinators may grant permission to trained district or charter school personnel to view the test booklet. If the student marked his or her responses in the test booklet, the trained personnel may transcribe the answers from the test booklet onto the student's answer document.

## General Transcribing Procedures

Districts and charter schools must follow general transcribing procedures.

- Transcription must be done by a trained test administrator who has signed the Oath of Test Security and Confidentiality for Test Administrator document, including the bottom section of the oath for test administrators who are authorized to view secure state assessments.
- The scribe should be a certified employee of the district or charter school. Any person completing transcription must be an adult non-relative of the student.
- The scribe should record student responses verbatim on the answer document. The scribe may not edit or alter student responses in any way. Responding to test questions, making notes about test questions, and discussing the content of the test at any time are prohibited and would constitute a severe breach of security.
- The transcription should be verified by a second trained test administrator to ensure that no errors occurred. It is recommended that two adults be present at the time of transcription.
- Districts and charter schools are required to submit a testing irregularity report to document the monitoring error which resulted in the transcription.